

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, APRIL 6, 2016****9:00 A.M.**

BYRON P. DECOTEAU, JR.
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:26 A.M. ON WEDNESDAY, APRIL 6, 2016. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN, RONALD CARRERE AND KIMBERLY DELLAFOSSE.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) **WITHDRAWN**
- 2) Request of the Department of Insurance to extend authority to exempt from the classified service, one (1) Director and one (1) Assistant Director, in accordance with State Civil Service Rule 4.1(d)2, effective April 6, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST, EFFECTIVE APRIL 6, 2016 THROUGH APRIL 5, 2020.**
- 3) Request of the Louisiana State Board of Nursing to exempt one (1) Police Officer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective April 6, 2016 through April 5, 2020. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION DEFERRED ACTION UNTIL THE MAY COMMISSION MEETING.**
- 4) Request of Lake Charles Harbor and Terminal District to extend authority to exempt nine (9) positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective June 1, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST, EFFECTIVE JUNE 1, 2016 THROUGH MAY 31, 2020.**
- 5) Request of Southern University – Shreveport for approval, in accordance with State Civil Service Rule 11.1(b), to establish a standard bi-weekly work schedule of eighty-four (84) hours per pay period for its Campus Police Department, effective April 6, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 6) Request of Louisiana State University at Baton Rouge to speak to the Commission regarding the privatization of its pharmacy in the LSU Student Health Center. **AFTER RECEIVING A PRESENTATION FROM THE AGENCY AND PUBLIC COMMENT; A MOTION WAS DULY MADE BY COMMISSIONER GRIFFIN AND SECONDED BY COMMISSIONER MCLURE TO APPROVE THE PRIVATIZATION CONTRACT. THE MOTION FAILED BY A VOTE OF 4 OPPOSED TO 3 IN FAVOR. (VICE-CHAIRMAN HUGHES AND COMMISSIONERS GRIFFIN AND MCLURE VOTED IN FAVOR; CHAIRMAN DUPLANTIER AND COMMISSIONERS DELLAFOSSE, FREMIN, AND CARRERE OPPOSED.)**
- 7) Request for Commission approval of Suspension Pending Criminal Proceedings of Sandra Greene and Diana Pace by the Housing Authority of the City of Morgan City. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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THE COMMISSION CONDUCTED THE PUBLIC INVESTIGATION UPON RECONVENING FROM RECESS AT 12:34 P.M.

- 8) **10:00 A.M.** Public investigation of **DONALD R. WAGER, JR., (BYRON P. DECOTEAU, JR., Complainant), DOCKET NO. I-18114**. The respondent is self-represented and Adrienne Bordelon is representing the complainant. **THE APPEAL WAS HEARD AND TAKEN UNDER ADVISEMENT.**
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- 9) Consideration of the Minutes of the Commission Meeting held on March 2, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**

- 10) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Louisiana State University
 - Housing Authority of the City of Shreveport
 - Lake Charles Housing Authority
 - Louisiana Office of Student Financial Assistance
 - Louisiana Department of Veterans Affairs
 - Louisiana Department of Corrections
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 11) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF FEBRUARY 24, 2016 THROUGH MARCH 23, 2016.**
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- Director's Report **Byron P. Decoteau, Jr., Director**
- *Director Decoteau informed the Commission that the department received a formal request from the Commissioner of Administration indicating that due to the dire financial crisis with the budget throughout the state, he's requesting the Civil Service Commission consider adopting a rule to*

temporarily suspend the authority to grant performance adjustments to all classified state employees who would otherwise become eligible for such adjustments on June 30, 2016. The State Civil Service Commission is the only body that has authority over performance adjustments. The Commissioner of Administration has said that there is no money in the budget for performance adjustments. Director Decoteau stated that the Governor has indicated that upon Civil Service Commission approval of this measure that he will immediately issue an Executive Order prohibiting the granting of performance adjustments for unclassified employees in the Executive Branch for the same time period. The Director indicated his support of the request as he felt it was in the best interest of the taxpayers to attempt to make solvent the operations of the state and protect the vital services provided to fellow citizens.

- If the Commission would like to consider this request, we would promulgate a rule through our process which would be through a General Circular and notification to our oversight committees.*
- The Commission directed the Department to promulgate a rule proposing the suspension of authority to grant performance adjustments and set for a public hearing on the matter at the May Commission meeting.*
- *Director Decoteau informed the Commission that the first Study Group meeting on compensation of classified employees was held yesterday and was well attended. This Study Group will meet again in May.*
- *Director Decoteau recognized Paul St. Dizier, Chief of Appeals and wished him well on his upcoming retirement at the end of April.*
 - Director Decoteau also introduced Ms. Marty Mansfield, who has been selected to replace Paul as the department's Chief of Appeals.*
- *Director Decoteau announced that representatives from the Retired State Employees' Association would like to speak to the Human Resources community after this meeting. They would like to provide an update on retirement legislation.*

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- **Consideration of a motion to ^{adjourn} recess for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO RECESS FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AT 11:38 A.M.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 1:32 P.M. ON WEDNESDAY, APRIL 6, 2016.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN